



Bryce Yokomizo  
Director

April 18, 2002

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**RECOMMENDATION TO RECEIVE GRANT FUNDS  
AWARDED TO THE STATE OF CALIFORNIA ON BEHALF OF THE LOS ANGELES  
COUNTY DEPARTMENT OF PUBLIC SOCIAL SERVICES (DPSS) FROM THE U.S.  
DEPARTMENT OF HEALTH AND HUMAN SERVICES, THE ADMINISTRATION FOR  
CHILDREN AND FAMILIES TO PARTICIPATE IN THE NATIONAL "EMPLOYMENT  
RETENTION AND ADVANCEMENT" (ERA) STUDY**

(ALL DISTRICTS - 4 VOTES)

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Approve and instruct the Director of DPSS, or his designee, to sign Standard Agreement number L11018 with the California Department of Social Services (CDSS), Exhibit A, in an amount not to exceed \$400,000.00, beginning May 1, 2002 through October 31, 2005 for the award of financial assistance to support DPSS participation in Phase II of the ERA Study, which agreement is entirely funded by Grant Number 90PD026102 from the U.S. Department of Health and Human Services, The Administration for Children and Families (DHHS-ACF) to the State of California for the National Employment And Advancement (ERA) Study.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

In approving the recommended action the Board is accepting grant funds for reimbursement of DPSS expenses related to continued participation in the national ERA study in an amount not to exceed \$400,000, through October 31, 2005.

JUN 12 2002

The ERA study is a national study of employment retention and advancement methods in eight states plus Los Angeles and Riverside counties. The study sponsored by DHHS-ACF, will use information acquired through the study to assist State and local Temporary Assistance to Needy Families (TANF) officials and others to evaluate employment retention and advancement programs. Programs will be evaluated to determine how they work, whether they produce the desired impacts for families and children, and what improvements or modifications are needed to increase employment retention and advancement.

The study is a collaborative project between the Manpower Demonstration Research Corporation (MDRC) and DPSS to measure the effectiveness of new strategies to increase participants' job retention and advancement. Study findings will be used to improve the capacity of the Los Angeles County Greater Avenues for Independence (GAIN) program to assist participants to become self-sufficient. The GAIN program has been very successful in placing welfare participants into jobs. Continued success is contingent upon the County's ability to assist welfare participants retain and advance in their jobs to achieve self-sufficiency and independence from welfare.

CDSS submitted the application for DPSS' participation in the study. Participation in the study will provide DPSS with the opportunity to test strategies that are specifically designed to increase the effectiveness of job retention and advancement efforts in Los Angeles County. DPSS will use the funds for computer modifications for participant tracking, implementation costs, reporting activities, management consultants and travel to an annual national ERA conference.

This agreement does not comply with established guidelines for timely submission of contracts for Board approval three weeks prior to its effective date because the CDSS contract and U.S. Department of Health and Human Services award document were not received in time to permit timely submission.

### **Implementation of Strategic Plan Goals**

This recommended action is consistent with the Countywide Strategic Plan Goal 1, Service Excellence: Strategy 1; to provide the public with easy access to quality information and services that are both beneficial and responsive. It is also consistent with Goal 3, Organizational Effectiveness: Strategy 2; to improve internal operations.

### **FISCAL IMPACT/FINANCING**

DHHS-ACF through CDSS will provide grant funds that will total \$400,000 through October 31, 2005. No additional net County cost is required.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

In 1998 DHHS-ACF invited State agencies responsible for administration of the Temporary Assistance to Needy Families (TANF) program to participate in Phase I of the ERA study to share job retention and advancement strategies with experts and other agencies.

During phase I MDRC, The Lewin Group, and DHHS-ACF contractors, assisted CDSS and DPSS with development of a preliminary research design which proposed two study areas:

- The effectiveness of the new Job Club implemented as a part of the County's Long-Term Family Self-Sufficiency plan as compared to the traditional Job Club; and
- Strategies to increase the effectiveness of Post-Employment Services.

In November 2000, CDSS submitted the research design with an application to DHHS-ACF on behalf of DPSS to participate in Phase II of the ERA study. Phase II involves implementation of the research design with DHHS-ACF funding support. The applications submitted for Los Angeles and Riverside counties were approved. MDRC is the assigned evaluator for the ERA study. DPSS shall submit progress reports to CDSS every six months. A final report will be submitted after the project period end date, October 31, 2005.

Attached is the Summary of Standard Agreement (Attachment I) and the Chief Administrative Office's Grant Management Statement for Grants \$100,000 or More (Attachment II), as well as Exhibit A, the CDSS contract.

### **IMPACT ON CURRENT SERVICES/PROJECTS**

This ERA Study is designed to measure the effectiveness of the redesigned Job Club and enhanced Post-Employment Services by testing alternative approaches to Job Club, and the delivery of post employment services and job retention services.

It is anticipated that participating in the ERA Study will assist in determining the best approaches to providing services to meet the needs of GAIN participants in Los Angeles County. The redesigned Job Club and enhanced post-Employment Services is expected to increase job retention, the number of participants receiving job retention and advancement services, and ultimately result in self-sufficiency through higher wages for participants.

The Honorable Board of Supervisors  
April 18, 2002  
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**CONCLUSION**

The Executive Office, Board of Supervisors, is requested to return one (1) adopted and stamped Board Letter.

Respectfully submitted,

  
Bryce Yokomizo  
Director

BY:chp  
ERA BrdLet2002

**Attachment**

c: Chief Administrative Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor-Controller

**SUMMARY OF STANDARD AGREEMENT**  
(No. L11018)

1. **TYPE OF PROJECT:**

Employment Retention and Advancement (ERA) Study

2. **AGENCY NAME AND CONTRACT PERSON:**

California Department of Social Services (CDSS)  
Cynthia McDowell  
Demonstration Projects Bureau  
744 P Street, MS 6-43  
Sacramento, CA 95814

3. **TERM:**

The term of the Standard Agreement with the CDSS is May 1, 2002 through October 31, 2005.

4. **FINANCIAL INFORMATION:**

The maximum amounts payable under the Standard Agreement shall not exceed \$400,000.00 and will be allocated according to the following periods and limits:

<u>Fiscal Year:</u>	<u>Amount:</u>
2001/02	\$ 74,200.00
2002/03	\$100,000.00
2003/04	\$100,000.00
2004/05	\$100,000.00
2005/06	\$ 25,800.00

5. **GEOGRAPHIC AREA TO BE SERVED:**

Countywide

6. **ACCOUNTABLE FOR MONITORING AND EVALUATION:**

Glenn Jordan, Chief, DPSS Welfare-to-Work Division

7. **APPROVALS:**

Department of Public Social Services (DPSS)

Bryce Yokomizo, Director

DPSS Welfare-to-Work Division

Glenn Jordan, Chief

DPSS Research, Evaluation & Quality Assurance Division

Henry E. Felder, Ph.D., Chief

DPSS Financial Management Division

Otto Solorzano, Chief

County Counsel (Approval as to form)

Kelly Auerbach Hassel, Deputy County Counsel

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, MS 7-747, California 95814



February 28, 2002

Los Angeles County Department of Public Social Services  
12820 Crossroads Parkway South-west Annex  
City of Industry, CA 91746

Attention: Henry E. Felder, PH.D

SUBJECT: AGREEMENT L11018

Dear Contractor:

**Please complete the following checked item(s) and return to the above-stated address:**

Please note in the enclosed Agreement that the General Terms and Conditions are available on the Internet site [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts) and may be downloaded and printed for your files. If you do not have Internet capabilities, please call me for a hard copy of the document.

- ☒ **Std. 213 with attached Exhibits. Sign both face sheets. Please use blue ink if available.**
- ☐ Std. 204, Payee Data Record. No payment can be made unless this form is completed and returned.
- ☐ Gen. 945A, Small Business/DVBE.
- ☒ **Std. CCC, Contractor Certification Clauses. It is available on the above referenced Internet site. Please sign and return page one. Failure to do so will prohibit the State of California from doing business with your company. CDSS will be keeping the signed Std. CCC on file for three (3) years.**
- ☒ **Resolution from the Board of Supervisors (or appropriate governing body) authorizing the designated official to enter into and sign this Agreement.**
- ☒ **Please fill out and sign and return the attached Certification Regarding Lobbying and/or Debarment Certification.**
- ☐ Initial the marked changes on the enclosed copies. Must be initialed by an individual authorized to sign the Agreement.
- ☐ A copy of your insurance certification which states coverage will not be canceled without 30 days written notice to the State of California, and which also includes the State of California, its officers, agents, and employees as additionally insured.
- ☐ The enclosed Agreement is signed on behalf of CDSS and is being returned to you for further processing. When approved, send one original to the CDSS Contracts Bureau at the **above address**.
- ☐ The enclosed fully executed Agreement is for your records.
- ☐ The pending Agreement has been canceled. The cancellation was authorized by
- ☐ This Agreement was terminated unilaterally. Since Section      allows for unilateral cancellation within days, the cancellation will take effect      . The cancellation was authorized by
- ☐ Other:

This Agreement cannot be considered binding on either party until approved by appropriate authorized State agencies. No services should be provided prior to approval, as the State is not obligated to make any payments on any agreement prior to final approval. Expedient handling of this Agreement is appreciated. *No alteration of these documents will be accepted without prior State approval.* If you need further information, please call me at (916) 654-1923.

Patrick McCarthy, Contracts Officer  
Contracts Bureau

Enclosure(s)

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND  
VOLUNTARY EXCLUSION-LOWER TIER TRANSACTIONS**

**This certification is required by Executive Order 12549, 7 CFR Part 3017, 45 CFR  
Part 76, and 44 CFR Part 17.**

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- 1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.**
- 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Organization Name**

**L11018**  
\_\_\_\_\_  
**Agreement Number**

AGREEMENT NUMBER  
**L11018**

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

California Department of Social Services

CONTRACTOR'S NAME

County of Los Angeles Department of Public Social Services

2. The term of this Agreement is: May 1 2002, through October 31, 2005
3. The maximum amount of this Agreement is: \$ 400,000.00  
Four Hundred Thousand Dollars and 00/100
4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work	2 pages
Attachment 1	3 pages
Attachment 2	1 pages

Exhibit B – Budget Detail and Payment Provisions	2 pages
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Exhibit C* – General Terms and Conditions	GTC201
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Check mark one item below as Exhibit D:

- ☒ Exhibit D Special Provisions (Attached hereto as part of this agreement)
- ☐ Exhibit D\* Special Provisions

1 page

Items shown with an Asterisk (\*), are hereby incorporated by reference and made part of this agreement as if attached hereto.  
These documents can be viewed at [www.dgs.ca.gov/contracts](http://www.dgs.ca.gov/contracts)

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

**CONTRACTOR**

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

County of Los Angeles Department of Public Social Services

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

12820 Crossroads Parkway South-West Annex  
City of Industry, CA 91746

**STATE OF CALIFORNIA**

AGENCY NAME

California Department of Social Services

BY (Authorized Signature)

DATE SIGNED (Do not type)



PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas D. Park, Chief, Financial Planning Branch

ADDRESS

744 P Street, Room 700, Sacramento, CA 95814

**California Department of General  
Services Use Only**

☐ Exempt per:

AGREEMENT NUMBER  
**L11018**

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STATE AGENCY'S NAME

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CONTRACTOR'S NAME

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2 pages

Attachment 1

3 pages

Attachment 2

1 pages

Exhibit B – Budget Detail and Payment Provisions

2 pages

Exhibit C\* – General Terms and Conditions

GTC201

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☒  
☐

Exhibit D Special Provisions (Attached hereto as part of this agreement)

1 page

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BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

ADDRESS

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City of Industry, CA 91746

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AGENCY NAME

California Department of Social Services

BY (Authorized Signature)

DATE SIGNED(Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Douglas D. Park, Chief, Financial Planning Branch

ADDRESS

744 P Street, Room 700, Sacramento, CA 95814

California Department of General  
Services Use Only

☐ Exempt per:

**EXHIBIT A**  
**(Standard Agreement)**

**SCOPE OF WORK**

- A. Contractor agrees to provide to the California Department of Social Services (CDSS) services as described herein:

Contractor to participate in the "Employment Retention and Advancement (ERA) Study". The purpose of the study is to increase knowledge about effective strategies to improve job retention and advancement among Temporary Assistance for Needy Families (TANF) recipients.

- B. The project representatives during the term of this agreement will be:

California Department of Social Services

Cynthia McDowell  
Work Support Services Bureau  
744 P Street, MS 6-136  
Sacramento, CA 95814

Phone: (916) 651-6679  
Fax: (916) 654-6693

County of Los Angeles Department of Public Social Services (DPSS)

Henry E. Felder, Ph.D  
County of Los Angeles  
Dept. of Public Social Services  
12820 Crossroads Parkway South  
West Annex  
City of Industry, CA 91746  
Phone: (562) 908-8538

**C. Contractor's Responsibilities:**

1. County representatives shall identify, collaborate, and consult with local agencies or organizations working with TANF families, employers or employer groups, or workforce agencies who play a key role in the welfare-to-work and job retention and advancement area;
2. Provide data or facilitate the provision of data from others (including but not limited to administrative data related to: TANF, Medicaid, Food Stamps, UI earnings, as well as program participation data and case file information) as agreed upon with Administration for Children and Families (ACF) and Manpower Demonstration Research Corporation (MDRC) in this agreement for periods three years prior to the start of random assignment and for the full period of the study (i.e., at least three years after random assignment for all members of the research sample which will likely cover a total of five years);
3. Provide access or facilitate access to individuals and organizations involved in the provision of services to experimental and regular services group members and to case records for ACF contractor staff (i.e., MDRC or The Lewin Group) documenting implementation;
4. Collect new information as agreed upon with MDRC (e.g., baseline data collection, contact information) and, as needed and agreed upon, collect or provide data on, with mutual agreement by DPSS and CDSS, service provision and participation that may not be contained in existing administrative records;
5. Participate in and/or facilitate discussions, as appropriate, about how modifications in the program design can be made in the event that agreed upon strategies are not producing expected results that are likely to lead to the valid measures or impacts;
6. Establish methods and procedures to monitor levels of participation in the intervention being tested by experimental group members and take steps as necessary to maintain or reach adequate levels of participation as agreed upon with ACF and MDRC;

**EXHIBIT A**  
**(Standard Agreement)**

7. Help ensure that the intervention being tested is substantially different than the regular services as agreed upon with ACF and MDRC and timely inform ACF/MDRC of changes in policies, procedures or approaches that might alter the strength of the experimental treatment compared to regular services or otherwise affect the validity of measured differences in program outcomes;
8. Continue to enroll and randomly assign participants into the research sample until the minimum sample size, as agreed with ACF/MDRC, is attained and take corrective actions as appropriate and agreed upon to increase the rate of sample enrollment if the projected schedule is not maintained;
9. Review and comment on draft reports produced by MDRC within 30 days;
10. Participate in meetings sponsored by ACF/MDRC with other State and local officials participating in the national evaluation and other experts;
11. County representatives shall prepare and send progress reports to CDSS, which will be submitted to ACF. Progress reports are due to CDSS 10 working days prior to the due date to the Federal government.
12. Exhibit A, Attachment 1, "Standard Terms and Conditions - Discretionary Grants" and Exhibit A, Attachment 2, "Instructions For Semi-Annual program Progress Reporting" are attached and incorporated herein by this reference.



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**DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)**  
**ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)**  
**STANDARD TERMS AND CONDITIONS – DISCRETIONARY GRANTS**

The attached Financial Assistance Award is subject to Federal legislation and to DHHS and ACF regulations and policies. These include the following:

1. For institutions of higher education, hospitals, other non-profit organizations, and commercial (for-profit) organizations, Title 45 of the Code of Federal Regulations (45 CFR) Part 74, "Uniform Administrative Requirements for Awards and Subawards to Institutes of Higher Education, Hospitals, Other Non-Profit Organizations; and Commercial Organizations; and Certain Grants and Agreements with States, Local Governments and Indian Tribal Governments." [<http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html>]
2. For States, local governments and Federally recognized Indian Tribes, 45 CFR Part 92, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments." [<http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html>]
3. Other DHHS regulations codified in Title 45 of the Code of Federal Regulations [<http://www.hhs.gov/progorg/grantsnet/adminis/cfr45.html>]:
  - Part 16 - Procedures of the Departmental Grant Appeals Board
  - Part 30 - Claims Collection
  - Part 46 - Protection of Human Subjects
  - Part 76 - Governmentwide Debarment and Suspension (Non-Procurement) and Government Requirements for Drug-Free Workplace (Grants)
  - Part 80 - Nondiscrimination Under Programs Receiving Federal Assistance through the DHHS Effectuation of Title VI of the Civil Rights Act of 1964
  - Part 81 - Practice and Procedure for Hearings Under Part 80 of This Title
  - Part 84 - Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
  - Part 86 - Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting From Federal Financial Assistance
  - Part 91 - Nondiscrimination on the Basis of Age in HHS Programs or Activities Receiving Federal Financial Assistance
  - Part 93 - New Restrictions on Lobbying
  - Part 100 - Intergovernmental Review of DHHS Programs and Activities
4. 37 CFR Part 401 - Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements. [<http://www.access.gpo.gov/nara/cfr/waisidx/37cfr401.html>]
5. The recipient organization must carry out the project according to the application as approved by the Administration for Children and Families (ACF), including the proposed work program and any amendments, all of which are incorporated by reference in these terms and conditions.
6. If this is a multi-year project and it is not the final budget period, the grantee is advised that future awards for continuation of this project will be dependent upon the availability of Federal funds, satisfactory progress by the grantee, and ACF's determination that continued funding is in the best interest of the Federal government.



**DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)**  
**ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)**

Page

**STANDARD TERMS AND CONDITIONS – DISCRETIONARY GRANTS**

7. Grantees shall liquidate all obligations incurred under the award not later than 90 days after the end of the project period. The only exceptions to this rule are the basic Head Start grants with an indefinite project period. For these grants, liquidation of obligations should occur not later than 90 days after each budget period. In either case, an unobligated balance from a prior budget period does not authorize a grantee to obligate funds in excess of the total federally approved budget reflected on the FAA for the current budget period.
8. The DHHS Inspector General maintains a toll free number, **800-HHS-TIPS (800-447-8477)**, for receiving information concerning fraud, waste or abuse under grants and cooperative agreements. Such reports are kept confidential, and callers may decline to give their names if they choose to be anonymous. [<http://www.dhhs.gov/progorg/oei/hotline/hhshot.html>]
9. The grantee will take all necessary affirmative steps to ensure that small, minority and woman-owned business firms are utilized when possible as sources of supplies, services, equipment and construction. To the extent practicable, all equipment and products purchased with funds made available through this award should be American-made.
10. Failure to submit reports (i.e., financial, progress, or other required reports) on time may be basis for withholding financial assistance payments, suspension, termination or denial of refunding. A history of such unsatisfactory performance may result in designation of "high risk" status for the recipient organization and may jeopardize potential future funding from DHHS.
11. Under Section 503 of Public Law 103-333, the following condition is applicable to all Federal awards:  
"When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all grantees receiving Federal funds, including but not limited to State and local governments and recipients of Federal research grants shall clearly state (1) the percentage of the total costs of the program or project which will be financed with Federal money, (2) the dollar amount of Federal funds for the project or program, and (3) the percentage and dollar amount of total costs of the project or program that will be refinanced by nongovernmental sources."
12. Public Law 103-227, Part C - Environmental Tobacco Smoke, also known as the Pro-Children's Act of 1994 requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or guarantee. The law does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, and portions of facilities used for inpatient drug or alcohol treatment. [<http://www.eo.gov/legislation/GOALS2000/TheAct/sec1043.html>]



DEPARTMENT OF HEALTH AND HUMAN SERVICES (DHHS)  
ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

P2

STANDARD TERMS AND CONDITIONS – DISCRETIONARY GRANTS

13. For purposes of this award each item of equipment with an acquisition cost of less than \$5,000 is included under supplies, is allowable as a direct cost of this project, and does not require prior approval of the Grants Officer. Conversely, an item of equipment with an acquisition cost of \$5,000 or more is NOT considered an allowable project cost without prior written approval of the Grants Officer.
14. The Grantee shall comply with all provisions of OMB Circular A-133 (revised June 24, 1997), "A Guide for States, Local Governments and Non-Profit Organizations." [\[http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a133/a133.html\]](http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a133/a133.html) Grantees that expend a total of \$300,000 or more in federal funds are required to submit an annual audit within nine months after the end of the audit period. The Reporting Package should include: 1) SF-SAC-Data Collection Form for Reporting on Audits of States, Local Governments and Non-Profit Organizations [\[http://harvester.census.gov/sac/mstempl.html\]](http://harvester.census.gov/sac/mstempl.html); 2) Summary of prior audit findings; 3) Auditors' report; and 4) Corrective action plans. Copies of this Reporting Package are to be sent to: Single Audit Clearinghouse, Bureau of the Census, 1201 E. 10<sup>th</sup> Street, Jeffersonville, Indiana 47132.
15. Grantees shall comply with the particular set of federal cost principles that applies in determining allowable costs. Allowability of costs shall be determined in accordance with the cost principles applicable to the entity incurring the costs:
- The allowability of costs incurred by State, local or federally-recognized Indian tribal governments is determined in accordance with the provisions of OMB Circular A-87, "Cost Principles for State and Local Governments." [\[http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a087/a087-all.html\]](http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a087/a087-all.html)
  - The allowability of costs incurred by nonprofit organizations (except for those listed in Attachment C of Circular A-122) is determined in accordance with the provisions of OMB Circular A-122, "Cost Principles for Nonprofit Organizations" and paragraph (b) of 45 CFR § 74.27. [\[http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a122/a122.html\]](http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a122/a122.html)
  - The allowability of costs incurred by institutions of higher education is determined in accordance with the provisions of OMB Circular A-21, "Cost Principles for Educational Institutions." [\[http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a021/a021.html\]](http://www.whitehouse.gov/WH/EOP/OMB/html/circulars/a021/a021.html)
  - The allowability of costs incurred by hospitals is determined in accordance with the provisions of Appendix E of 45 CFR Part 74, "Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals."
  - The allowability of costs incurred by commercial organizations and those non-profit organizations listed in Attachment C to Circular A-122 is determined in accordance with the provisions of the federal Acquisition Regulation (FAR) at 48 CFR Part 31, except that independent research and development costs are unallowable.

REVISED 5/99

Revised 5/99

INSTRUCTIONS  
FOR  
SEMI-ANNUAL PROGRAM PROGRESS REPORTING

Schedule

Progress reports (original submitted to the Grants Management Specialist and two copies submitted to the Project Officer) are due 30 days after the end of the second and fourth quarters of the budget period (every six months). A FINAL PROGRAM REPORT IS DUE 90 DAYS AFTER THE PROJECT PERIOD END DATE.

Report Contents

1. Major activities and accomplishments during this period - Recommend use of project task charts from approved grant application and/or project work plan with this section. Describe any draft/final products in this section.
2. Problems - Describe any deviations or departures from the original project plan including actual/anticipated slippage in task completion dates, and special problems encountered or expected. Use this report section to advise Project Officer and Grants Management Specialist of assistance needs.
3. Significant findings and events - (To be noted by project officer, or reported to regions, States, other agencies, Program Director/Commissioner, Assistant Secretary, Secretary, etc.)
4. Dissemination activities - Briefly describe project related inquiries and information dissemination activities carried out over the reporting period. Itemize and include a copy of any newspaper, newsletter, magazine articles or other published materials considered relevant to project activities, or used for project information or public relations purposes.
5. Other Activities - Briefly describe
6. Activities planned for next reporting period - Briefly describe

**EXHIBIT B**  
**(Standard Agreement)**

**BUDGET DETAIL AND PAYMENT PROVISIONS**

**A. Invoicing and Payment**

1. The maximum amount payable under this agreement shall not exceed \$400,000.00. Shown below are the amounts that cannot be exceeded for each of the fiscal year(s):

2001/02 \$ 74,200.00  
2002/03 \$100,000.00  
2003/04 \$100,000.00  
2004/05 \$100,000.00  
2005/06 \$ 25,800.00

2. For services satisfactorily rendered, and upon receipt and approval of the invoice(s), CDSS agrees to pay the Contractor for said services in accordance with the rates specified in Attachment 1 "Financial Assistance Award" which is attached and made a part of this Agreement.
3. Invoices shall include the Agreement Number L11018 and Index Code 1276, and shall be submitted in triplicate not more frequently than monthly in arrears to:

California Department of Social Services  
WORK SUPPORT SERVICES BUREAU  
744 P Street, MS 6-136  
Sacramento, CA 95814  
Attn: Cynthia McDowell

Any invoices submitted without the above referenced information may be returned to the vendor for further re-processing.

4. ACF will provide funding as specified on the Financial Assistance Award, subject to the availability of funds.
5. This is a multi-year project. Awards for continuation of this project will be dependent upon the availability of Federal funds, satisfactory progress by the county, and ACF's determination that continued funding is in the best interest of the Federal government.

**B. State Budget Contingency Clause**

1. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, CDSS shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
2. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, CDSS shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

**C. For Contract With Federal Funds**

1. It is mutually understood between the parties that this Agreement may have been written before ascertaining the availability of Congressional appropriation of funds, for the mutual benefit of both parties, in order to avoid program and fiscal delays which would occur if the Agreement were ~~executed after that determination was made.~~

**EXHIBIT B**  
**(Standard Agreement)**

2. This Agreement is valid and enforceable only if sufficient funds are made available to the State by the United States Government for the term of this Agreement for the purposes of this program. In addition, this Agreement is subject to any additional restrictions, limitations, or conditions enacted by the Congress or any statute enacted by the Congress which may affect the provisions, terms, or funding of this Agreement in any manner.
3. It is mutually agreed that if the Congress does not appropriate sufficient funds for the program, this Agreement shall be amended to reflect any reduction in funds.
4. CDSS has the option to void the Agreement under the 30-day cancellation clause or to amend the Agreement to reflect any reduction of funds.

**D. Prompt Payment Clause**

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**E. Review**

CDSS reserves the right to review service levels and billing procedures as they impact charges against this Agreement.

**F. Final Billing**

Final billing for services must be received by CDSS within 90 days following the end of the contract.

**DEPARTMENT OF HEALTH AND HUMAN SERVICES**  
**ADMINISTRATION FOR CHILDREN AND FAMILIES**  
**FINANCIAL ASSISTANCE AWARD**

SAI NUMBER:

Exhibit B  
AttachmentPMS DOCUMENT NUMBER:  
90PD0261/02

<b>1. AWARDING OFFICE:</b> Office of Planning Research and Evaluation		<b>2. ASSISTANCE TYPE:</b> Coop agreement	<b>3. AWARD NO.:</b> 90PD0261/02	<b>4. AMEND. NO.:</b>
<b>5. TYPE OF AWARD:</b> RESEARCH		<b>6. TYPE OF ACTION:</b> Non-competing Continuation	<b>7. AWARD AUTHORITY:</b> 42 USC 1310	
<b>8. BUDGET PERIOD:</b> 11/01/2001 THRU 10/31/2002		<b>9. PROJECT PERIOD:</b> 11/01/2000 THRU 10/31/2005		<b>10. CAT NO.:</b> 93647
<b>11. RECIPIENT ORGANIZATION:</b> California Department of Social Services 774 P Street, M.S. 6-43 Sacramento CA 95814 Rita Saenz, Director			<b>12. PROJECT / PROGRAM TITLE:</b> EMPLOYMENT RETENTION AND ADVANCEMENT EVALUATION PROJECT	

<b>13. COUNTY:</b> SACRAMENTO	<b>14. CONGR. DIST:</b> 5	<b>15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR:</b> Julie Kimura, Manager
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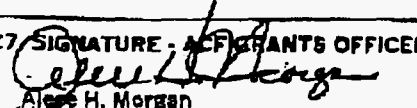

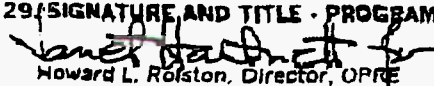
<b>16. APPROVED BUDGET:</b>		<b>17. AWARD COMPUTATION:</b>	
Personnel.....	\$ 0	A. NON-FEDERAL SHARE.....	\$ 0 0.00 %
Fringe Benefits.....	\$ 0	B. FEDERAL SHARE.....	\$ 100,000 100.00 %
Travel.....	\$ 0	<b>18. FEDERAL SHARE COMPUTATION:</b>	
Equipment.....	\$ 0	A. TOTAL FEDERAL SHARE.....	\$ 100,000
Supplies.....	\$ 0	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$
Contractual.....	\$ 100,000	C. FED. SHARE AWARDED THIS BUDGET PERIOD..	\$ 100,000
Facilities/Construction.....	\$ 0	<b>19. AMOUNT AWARDED THIS ACTION:</b>	
Other.....	\$ 0	\$ 100,000	
Direct Costs.....	\$ 100,000	<b>20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:</b>	
Indirect Costs.....	\$ 0	\$ 200,000	
At % of \$		<b>21. AUTHORIZED TREATMENT OF PROGRAM INCOME:</b>	
In Kind Contributions.....	\$ 0	<b>22. APPLICANT EIN:</b>	<b>23. PAYEE EIN:</b>
Total Approved Budget.....	\$ 100,000	1-945001347-A7	1-945001347-A7
		<b>24. OBJECT CLASS:</b> 41.41	

**25. FINANCIAL INFORMATION:**

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
OPRE	90PD026102	75-2-1536	2002 G998035	\$100,000		

**26. REMARKS:**

This grant is paid by the Payment Management System (PMS) See attached payment info.  
 Attached are terms and conditions, reporting requirements, and payment instructions.  
 Initial expenditure of funds by the grantee constitutes acceptance of this award.  
 (\*\*)Reflects only federal share of approved budget.  
 Grantee assumes complete responsibility for the administration and accountability for all funds received under this award.

<b>27. SIGNATURE - AFFILIANTS OFFICER</b>  Alice H. Morgan	<b>DATE:</b> 3/19/02	<b>28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY</b>  Kizhannatha A. Jagannathan	<b>DATE:</b> 3/22/02
<b>29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S)</b>  Howard L. Rolston, Director, OPRE		<b>DATE:</b> 3/22/2002	

DGCM-3-785 (Rev. 85)

**EXHIBIT D**  
**(Standard Agreement)**

**SPECIAL TERMS AND CONDITIONS**

**A. DISPUTE PROVISIONS**

1. If the Contractor disputes a decision of the State's designated representative regarding the performance of this Agreement or on other issues for which the representative is authorized by this Agreement to make a binding decision, Contractor shall provide written dispute notice to the State's representative within fifteen (15) calendar days after the date of the action. The written dispute notice shall contain the following information:
  - a. the decision under dispute;
  - b. the reason(s) Contractor believes the decision of the State representative to have been in error (if applicable, reference pertinent contract provisions);
  - c. identification of all documents and substance of all oral communication which support Contractor's position; and
  - d. the dollar amount in dispute, if applicable.
2. Upon receipt of the written dispute notice, the State program management will examine the matter and issue a written decision to the Contractor within fifteen (15) calendar days. The decision of the representative shall contain the following information:
  - a. a description of the dispute;
  - b. a reference to pertinent contract provisions, if applicable;
  - c. a statement of the factual areas of agreement or disagreement; and
  - d. a statement of the representative's decision with supporting rationale.
3. The decision of the representative shall be final unless, within thirty (30) days from the date of receipt of the representative's decision, Contractor files with the California Department of Social Services a notice of appeal addressed to:

California Department of Social Services  
744 P Street, M.S. 7-747  
Sacramento, CA 95814  
Attention: Chief, Contracts Bureau

Pending resolution of any dispute, Contractor shall diligently continue all contract work and comply with all of the representative's orders and directions.

**B. TERMINATION WITHOUT CAUSE**

This Agreement may be terminated without cause by the State upon 30 days written notice to the contractor.

- C. **DEBARMENT AND SUSPENSION:** For federally funded agreements in the amount of \$100,000 or more, the Contractor agrees to certify that he/she and their principals are not debarred or suspended from federal financial assistance programs and activities. Contractor agrees to sign and return to CDSS the "Certification regarding Debarment, Suspension, Ineligibility and voluntary Exclusion-Lower Tier Transactions". If applicable, a copy of this form is being forwarded to the Contractor with this Agreement. (Executive Order 12549, 7 CFR Part 3017, 45 CFR Part 76, and 44 CFR Part 17).
- D. **CERTIFICATION REGARDING LOBBYING:** For Agreements with Contractors who are State entities not under the authority of the Governor, or cities, private firms or agencies which are receiving in excess of \$100,000 in federal funds from CDSS to perform services, the Contractor agrees to sign and submit to CDSS the 'Certification Regarding Lobbying' form which is being forwarded to the Contractor with this Agreement. (Section 1352, Title 31 of the U.S. Code).

Attachment II

Note: This document can be downloaded and saved as a Microsoft Word document. Completed copies of this document should be forwarded to the CAO/IGR Grant Programs Office, 723 Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012.

Grant Manual-Appendix I

**Los Angeles County Chief Administrative Office  
Grant Management Statement for Grants \$100,000 or More**

<b>Department:</b> Public Social Services		
<b>Grant Project Title and Description</b> Employment Retention & Advancement Study		
<b>Funding Agency</b> Administration for Children & Families	<b>Program (Fed. Grant #/State Bill or Code #)</b> CDSS Agreement #L11018	<b>Grant Acceptance Deadline</b> None
<b>Total Amount of Grant Funding:</b> \$400,000.000		<b>County Match:</b> None
<b>Grant Period:</b>	<b>Begin Date:</b> 05/01/02	<b>End Date:</b> 10/30/05
<b>Number of Personnel Hired Under This Grant:</b>	<b>Full Time:</b> 0	<b>Part Time:</b> 0
<b>Obligations Imposed on the County When the Grant Expires</b>		
Will all personnel hired for this program be informed this is a grant-funded program?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
Will all personnel hired for this program be placed on temporary ("N") items?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
Is the County obligated to continue this program after the grant expires?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
If the County is not obligated to continue this program after the grant expires, the Department will:		
a.) Absorb the program cost without reducing other services	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
b.) Identify other revenue sources (describe below)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
c.) Eliminate or reduce, as appropriate, positions/program costs funded by the grant.	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/> X
<b>Impact of additional personnel on existing space:</b>  NONE		
<b>Other requirements not mentioned above:</b>  NONE		

Department Head Signature \_\_\_\_\_ Date: \_\_\_\_\_